

# DDA Facility Standards

Agency Name:	Facility 1 Address:	Date:
	Facility 2 Address:	
	Facility 3 Address:	
	Facility 4 Address:	

	Facility 1	Facility 2	Facility 3	Facility 4	
Rule Requirement	Y-N-N/A	Y-N-N/A	Y-N-N/A	Y-N-N/A	
Application for Initial Certification Center-based Facility Standard requirements:					
16.03.21.101.02.w. When center-based services are to be provided, the following are also required for each service					16.03.21.101.02.w
i. A site review must be completed by the Department prior to the initiation of center based services; (7-1-11)					16.03.21.101.02.w.i
ii. Address and telephone number for each service location; (7-1-11)					16.03.21.101.02.w.ii
iii. A checklist that verifies compliance with the ADA requirements under Section 500 of these rules; (7-1-11)					16.03.21.101.02.w.iii
iv. Evidence of a local fire safety inspection; (7-1-11)					16.03.21.101.02.w.iv
v. Evidence of compliance with local building and zoning codes, including occupancy permit; (7-1-11)					16.03.21.101.02.w.v
vi. Written policies and procedures covering the protection of all persons in the event of fire and other emergencies under Section 500 of these rules; and (7-1-11)					16.03.21.101.02.w.vi
vii. Written policies and procedures regarding emergency evacuation procedures. (7-1-11)					16.03.21.101.02.w.vii
Initial and On-going Certification Center-based Facility Standard requirements:					
16.03.21.120.04. Availability of Certificate. The certificate must be posted in a conspicuous location in the DDA where it may be seen readily by the participants and members of the public. (7-1-11)					16.03.21.120.04

16.03.21.500.01. Accessibility. Agencies designated under these rules must be responsive to the needs of persons receiving services and accessible to persons with disabilities as defined in Section 504 of the federal Rehabilitation Act, the Americans with Disabilities Act (ADA) Accessibility Guidelines, and the uniform federal accessibility standard. The DDA must submit a completed checklist to the Department to verify compliance with the ADA requirements. <b>This checklist must be provided to the Department with the <u>application for certification</u>. (7-1-11)</b> <b>(Check to see if agency has a copy of this in agency record)</b>					16.03.21.500.01
02. Environment. The facilities of the agency must be designed and equipped to meet the needs of each participant including factors such as sufficient space, equipment, lighting, and noise control. (7-1-11)					16.03.21.500.02
03. Fire and Safety Standards. (7-1-11) a. Buildings on the premises must meet all local and state codes concerning fire and life safety that are applicable to a DDA. The owner or operator of a DDA must have the <u>center inspected at least annually by the local fire authority and as required by local city or county ordinances</u> . In the absence of a local fire authority, such inspections must be obtained from the Idaho State Fire Marshall's office. A copy of the inspection must be made available to the Department upon request and must include documentation of any necessary corrective action taken on violations cited; (7-1-11)					16.03.21.500.03.a
b. There must be written policies and procedures covering the protection of all persons in the event of fire and other emergencies; (7-1-11)					16.03.21.500.03.b
c. On the premises where natural or man-made hazards are present, suitable fences, guards, or railings must be provided to protect participants; (7-1-11)					16.03.21.500.03.c
d. The premises must be kept free from the accumulation of weeds, trash, and rubbish; and (7-1-11)					16.03.21.500.03.d
e. Portable heating devices are prohibited except those units that have heating elements that are limited to not more than two hundred twelve degrees Fahrenheit (212°F). The use of unvented, fuel-fired heating devices of any kind is prohibited. All portable space heaters must be approved by Underwriters Laboratories as well as approved by the local fire or building authority and covered in the local fire or building inspections; and (7-1-11)					16.03.21.500.03.e

f. All hazardous or toxic substances must be properly labeled and stored under lock and key; and (7-1-11)					16.03.21.500.03.f
g. Water temperatures in areas accessed by participants must not exceed one hundred twenty degrees Fahrenheit (120°F); and (7-1-11)					16.03.21.500.03.g
h. There must be a telephone available on the premises for use in the event of an emergency. Emergency telephone numbers must be posted near the telephone. (7-1-11)					16.03.21.500.03.h
04. Evacuation Plans. Evacuation plans must be posted throughout the center. Plans must indicate point of orientation, location of all fire extinguishers, location of all fire exits, and designated meeting area outside of the building. (7-1-11)					16.03.21.500.04
a. The DDA must conduct quarterly fire drills. At least <u>two (2) times each year</u> these fire drills must include <u>complete evacuation of the building</u> . The DDA must document the <u>amount of time it took to evacuate the building</u> ; and (7-1-11)					16.03.21.500.04.a
b. A brief summary of each fire drill conducted must be written and maintained on file. The <u>summary</u> must indicate the <u>date and time the drill occurred</u> , <u>participants and staff participating</u> , <u>problems encountered</u> , and <u>corrective action(s) taken</u> . (7-1-11)					16.03.21.500.04.b
05. Food Safety and Storage. (7-1-11) a. When the agency provides food service for participants and meets the definition of a “food establishment,” in Section 39-1602, Idaho Code, the agency must comply with IDAPA 16.02.19, “Food Safety and Sanitation Standards for Food Establishments.” Compliance is verified through inspection by the local District Health Department. (7-1-11)					16.03.21.500.05.a
b. When the agency does not provide food service for participants, it must keep refrigerators and freezers used to store participant lunches and other perishable foods in <u>good repair</u> and equipped with an <u>easily readable thermometer</u> . Refrigerators must be maintained at <u>forty-one degrees Fahrenheit (41°F) or below</u> . Freezers must be maintained at <u>ten degrees Fahrenheit (10°F) or below</u> . (7-1-11)					16.03.21.500.05.b
c. When medicines requiring refrigeration are stored in a food refrigerator, medicines must be stored in a package and kept inside a covered, leak-proof container that is clearly identified as a container for the storage of medicines. (7-1-11)					16.03.21.500.05.c
06. Housekeeping and Maintenance Services. (7-1-11) a. The interior and exterior of the center must be maintained in					16.03.21.500.06.a

a clean, safe, and orderly manner and must be kept in good repair; (7-1-11)					
b. Deodorizers cannot be used to cover odors caused by poor housekeeping or unsanitary conditions; (7-1-11)					16.03.21.500.06.b
c. The center must be maintained free from infestations of insects, rodents, and other pests; and (7-1-11)					16.03.21.500.06.c
d. The center must maintain the temperature and humidity within a normal comfort range by heating, air conditioning, or other means. (7-1-11)					16.03.21.500.06.d
16.03.21.905.03.b - b. When providing center-based services, a DDA must <u>prominently post a list of the rights</u> contained in this chapter. (7-1-11)					16.03.21.905.03.b